



CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY
Central District of California

POSITION

POSITION OVERVIEW

DRUG & ALCOHOL TREATMENT SPECIALIST

LOCATION

LA (HQ) or Santa Ana or
Riverside

SALARY/TARGET

CL 29/01-29/61
\$74,357 - \$120,897

OPENING DATE

August 26, 2015

CLOSING DATE

October 16, 2015

ANNOUNCEMENT

CACPT 15-05

A Drug and Alcohol Treatment Specialist (DATS) will perform all standard line officer duties and will also be responsible for the investigation and supervision of the district's special defendants, especially those with drug and/or alcohol conditions. Will administer the drug treatment program by identifying, soliciting, evaluating, and monitoring drug contract services per the national policy. May also help in the negotiation process. Participates in administrative level planning and provides advice, consultation, and program direction. Identifies treatment needs for allocation of available funds and monitors spending throughout fiscal year. Works closely with Probation and various service vendors. Audits files of the agency's drug/alcohol contractors, and takes corrective actions with vendors, if necessary. Analyzes the effectiveness of the agency's drug and alcohol treatment program, and initiates action for improvement. Helps monitor invoices received from the contractors for drug testing/treatment to ensure billed services were provided and billing is accurate. Also monitors referrals to residential drug facilities.

This position requires thorough knowledge of the specialized area and expert knowledge of resources available. The specialist conducts training for staff; prepares program procedures to ensure overall understanding and consistency within the district; provides consultation to judges and attorneys concerning specialized service programs; serves as liaison with federal, state, and local law enforcement and social services agencies; represents the Pretrial Services Agency and the Court at meetings, seminars, and conferences. May serve as acting supervisor on an as needed basis.

QUALIFICATIONS

Qualified candidates must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent:

<u>CPS CL</u>	<u>Years of Specialized Experience</u>
28*	3 years, including at least one year equivalent to Pretrial Services work at a CL 27
29	3 years, including at least one year equivalent to Pretrial Services work at a CL 28

*Position may be filled at either a CL 28 or CL 29. If the position is filled at a CL 28, the employee may be promoted to level 29 without further competition. Qualified candidates must have been a U.S. Probation or Pretrial Services Officer for at least three years and must have received an **above standard or outstanding** rating on the most recent performance evaluation and not had any documented disciplinary issues for at least two years.

Before applying, officers should be aware of the district's [Promotion to Senior Officer Policy](#).

QUALIFICATIONS (Continued)

In addition, the successful applicant must have strong skills in the following: verbal communication, conflict management, time management, and problem solving. Must have a record of showing initiative, working independently, cultivating teamwork, demonstrating high ethical standards, thinking creatively, and displaying sound judgment. Additionally, the successful applicant must be well-organized to handle multiple demanding tasks simultaneously and meet deadlines. Ability to write concisely and clearly. Must be able to demonstrate an interest and willingness to stay current on relevant issues in the field and to share that knowledge with peers.

EDUCATION

The position requires a Bachelor's Degree, preferably in the Social/Behavioral Sciences (Psychology, Sociology, Criminal Justice or other field of study appropriate to the position) from an accredited college or university, master's degree is a plus.

HOW TO APPLY

Qualified applicants are invited to apply for the position of Drug and Alcohol Treatment Specialist by submitting a letter of interest detailing acquired knowledge, skills, and abilities. Please include a specific statement as to what you have done to prepare for the position of Drug and Alcohol Treatment Specialist. A current resume should accompany the letter. Submit the requested information by Friday, October 16, 2015 via email to:

hr_cacpt@cacpt.uscourts.gov

U.S. Pretrial Services is an Equal Opportunity Employer.